

# 25 TYPING SHORT CUTS

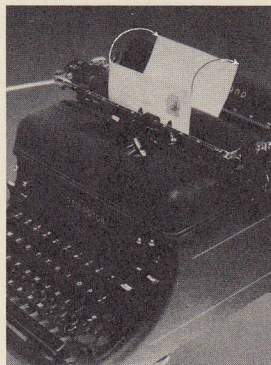




# 25 *TIME AND ENERGY SAVING SHORT CUTS ... FOR YOU*

Fast “stroking” is essential, but it alone doesn’t insure fast work. What typing short cuts do you know? Do you know how much time can be saved when correcting a mistake? If you are typing on cards, do you use the easy way of feeding the cards into the machine?

The suggestions in this book, called “typing shortcuts” because they save valuable typing time, are collected from the experience of thousands of successful and efficient typists to provide answers to these and many other questions. We call them “typing shortcuts” because each one will save valuable time for you.



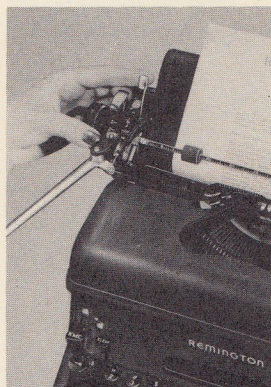
## *1 TYPING POSTCARDS*

A little practice on this shortcut will enable you to type both address and message on a postcard without touching the card! After typing one side of the card, give the platen a quick turn. The card will flip back, strike the paper table, and then drop into position behind the platen. Another turn of the platen puts the card in position to write the other side. And a further refinement is to give the platen an extra quick turn at the end, sailing the card over the back of the machine into a receiving basket. Five minutes of practice does it!



## 2 HOW TO USE THE RATCHET DETENT LEVER

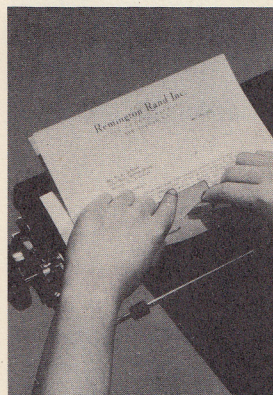
The Ratchet Detent Lever, or "automatic line finder," is a standard typewriter feature that can save you a great deal of guessing and erasing. It "holds the line" for you. By engaging the Ratchet Detent Lever, the platen may be revolved freely to write subscripts or other characters such as  $H_2O$ ,  $90^\circ$ , etc. When disengaged, the platen will be moved to the *same relative spacing position* it was in before using the detent lever. For instance, write  $H_2O$ , using the detent lever. Snap the Ratchet Detent Lever and notice how the platen returns automatically.



## 3 MAKING CORRECTIONS

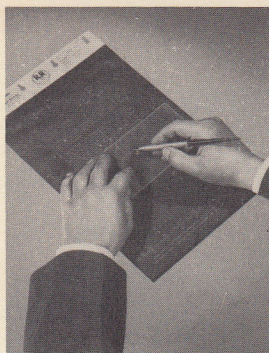
Even the best typists make an occasional mistake. Before erasing, the carriage should be moved to the extreme right or left to prevent erasure grit from falling into the machine. When typing corrections, the keys should be tapped lightly until the color of the correction matches that of the original writing.

When correcting carbon copies, the revisions on the copies will often be much fainter than the rest of the typing. If you try to match the type on the carbon copy, the corrected letter on the original will be darkened. The correction should be made as follows: After the necessary erasure has been made, adjust the ribbon control indicator to stencil position. Position the carriage and strike the proper key. This will leave the impression on the carbon copies, but the original will still be blank. Then switch the control indicator back to the ribbon, position the carriage, and again strike the proper key. This will permit a perfect match of the typing on the original and will leave the typing on the carbon copies with an equal density of color.



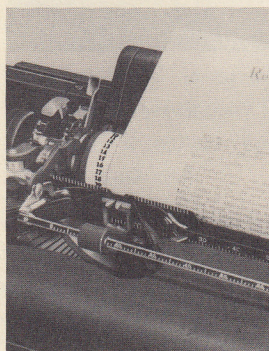


## 4 SIGNING STENCILS



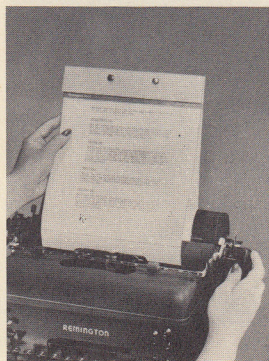
Perfectly-typed stencils are often ruined by tearing when a signature is written on them with a stylus. This can be avoided by using a ballpoint stylus and placing a piece of cellophane (the cellophane from a package of cigarettes will do) over the signature space. Write directly on the cellophane, with no fear of tearing.

## 5 TYPING MANUSCRIPTS



To insure that each page of a manuscript ends on the same line, prepare a strip of paper with lines numbered vertically and wind around the left end of the typewriter platen. Fasten with scotch tape. Feed each page into the machine in alignment with "1". Notice the number on which you end the first manuscript page and finish each succeeding sheet on the same line. The pages of a completed manuscript may be numbered by "fanning" a pack into the machine and back-spacing as you turn platen to number edges.

## 6 CORRECTING BOUND MANUSCRIPTS



Back feeding can be used to correct pages bound at the top without removing the binding. Feed a sheet of paper into the machine in the usual way until the edge appears above the writing point.

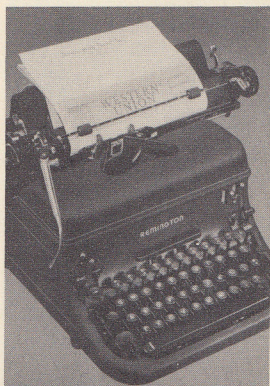
Insert the sheet to be corrected between this edge and the platen. Turn back the platen to the desired point. If text runs parallel to binding, insertions or corrections can be made in any section of the material.



## 7 TAKING "RUSH" TELEGRAMS AND MEMOS

When a hurry-up call comes to "take a telegram" or type a brief memorandum, it is not necessary to remove the letter you are writing from the typewriter. Simply follow these steps:

1. Back feed the paper that is already in the machine until the paper shows a top margin of about two inches.
2. Insert the first sheet of the telegram behind the paper away from you and against the paper table.
3. For carbons insert the second sheet of telegram against the coated side of the carbon paper (between the carbon and your letter's second sheet and similarly for each carbon you have in your machine). Thus, you position the original sheet and the 2nd, 3rd, etc. sheets of the telegrams so that they are in direct opposition to the sheets of the letter.
4. Now turn the platen knob so that the telegram sheets are in position to receive the message.
5. After writing the telegram, back feed until your telegram blanks may be removed from the typewriter.
6. Forward feed to the point at which you stopped writing your letter and continue.

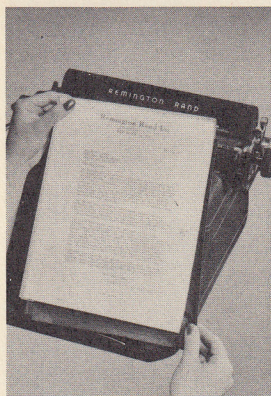


## 8 USE A LINE-A-TIME

The Line-a-time holds copy directly in front of the operator at eye level. This assures easier reading, promotes proper posture, and reduces eye strain. The conveniently placed hand lever quickly moves copy into correct reading position, line by line.



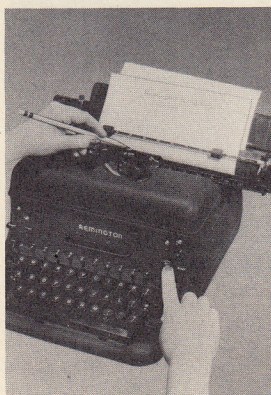




## 9 CARBON SHORT CUTS

A sheet of heavier paper placed at the back of a carbon pack will prevent manifold paper from creasing and "treeing" with carbon lines. Separating carbons from paper is made easy by adjusting carbons so that they protrude slightly from bottom of the writing paper, with one corner of the carbon cut off at the top. By holding the ends of the carbons and the corner of the writing paper where the carbons have been cut, the sheets are easily separated.

To insert red figures or letters in the carbon copy of a report without removing the report from the typewriter, simply insert a small piece of red carbon behind the black carbon in the desired position, type the red copy, remove the red carbon, and proceed with the work.



## 10 OTHER TABULATOR USES

The tabulator on your typewriter should not be used for statistical and columnar typing alone. Among its uses for standard correspondence and manuscript typing are the following:

1. Placement of the date at the upper right hand corner of letters.
2. Making paragraph indentations.
3. Placement of the complimentary close and title line in letters.



## 11 USE A 10-KEY DECIMAL TABULATOR

If you devote more than 30% of your time to statistical and columnar work, your typewriter should be



equipped with a 10-Key Decimal Tabulator. With this device, instant tabulation can be made to the exact writing point in each column, whether the figure to be typed has one digit or many.

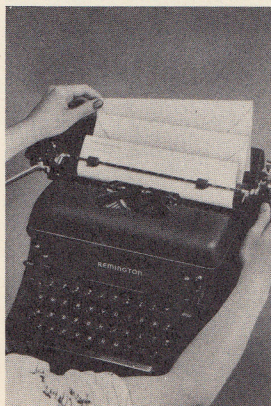
## **12 CHAIN FEEDING (FRONT)**

Frequently you may have work to do that involves the feeding of small cards into the machine. If your typewriter is equipped with a Remington Card Platen your task is simple. If it is not, you can facilitate your work considerably by chain feeding. To chain feed from the front of the platen, use the following procedure:

Crease a pleat across a large sheet of paper to form a pocket for the card. Insert the pleated sheet into the machine. Drop a card into the pleat, feed backwards to the writing point, and proceed to type card. Then feed backwards and insert the next card so that the bottom of it will be held in place by the card which has just been completed. Each succeeding card will thus be held firmly against the platen by the card preceding it, and the cards will pile up automatically, in order, on the paper table.

## **13 CHAIN FEEDING (BACK)**

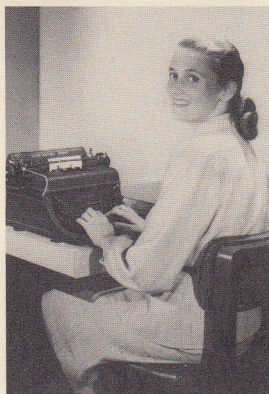
Chain feeding can save much time not only in writing cards or short form letters, but also in addressing envelopes. To chain feed from the back of the platen, insert the next piece to be typed between the first item and the paper table before removing the first. Then a single twirl of the platen knob removes one paper and automatically brings the next one into position to be typed.





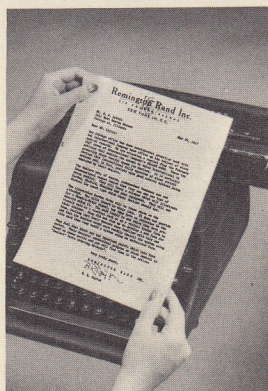
When many envelopes have to be addressed, prepare a chain of three before typing the first. Open the envelope flap before inserting it into the machine to make insertion easier and to produce more even type.

## **14 CORRECT TYPEWRITER AND CHAIR HEIGHT**



For fast, easy, accurate typing, and savings in energy, the forearms and hands should be almost parallel to the slope of the keyboard—an angle of about 30 degrees. For the average person the machine should usually be between 28 and 30 inches from the floor and the chair seat height usually between 16 and 18 inches.

Virtually all champion typists write with their typewriters about 30 inches from the floor, a height that promotes a speedy stroke and lessens fatigue. Thousands of typists use wooden lift boxes to increase typewriter height and have noted a reduction in eye, neck, and back strain. Type impressions on original copies are more uniform and carbon copies are clearer. You can use an inverted desk box as a typewriter platform and experiment with raising your machine.



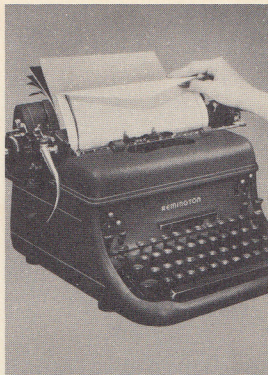
## **15 SETTING MARGINS INTUITIVELY**

Learn to set your margins intuitively by studying the three standard letter sizes: short, medium-length, and long. You will soon find that any length letter can be placed in one of these categories. Once you have become accustomed to setting margins for these three basic letter classifications, margin setting will become an easy, automatic job for you. For sample copies of letters showing the three standard letter lengths—which will aid you in learning to place your letters intuitively—write to the School Department, Typewriter Division, Remington Rand Inc., 315 Fourth Ave., New York 10, N.Y.



## 16 FEEDING CARBON PACK

An envelope or short piece of paper folded over the top of a pack of stationery and carbon sheets helps to feed a heavy pack into the machine evenly, and saves the trouble of aligning the sheets after they are in the machine. Another method is to wrap a sheet of letter size paper completely around the platen and insert the carbon pack between the open flap of the paper and the platen and feed through in the normal way. In feeding a single carbon, insert the original and second sheet, turn the platen about an inch, then insert the carbon paper between.

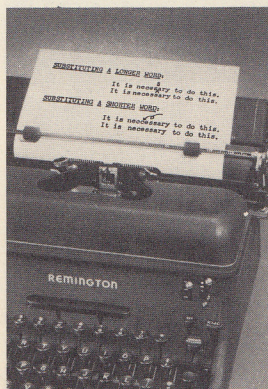


## 17 INSERTING LETTERS

If you omit the last letter of a word and do not discover your error until the rest of the line has been written, a correction can be made without erasing. Position the carriage at the space following the word. Depress the back spacer half way and type in the missing letter.

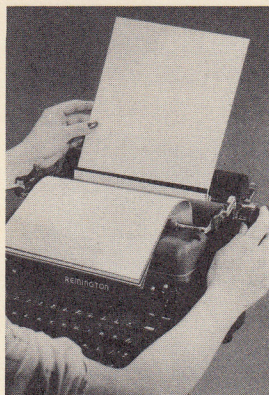
It is also possible to substitute a longer word for a shorter, such as "have" for "had". Erase the incorrect word. Position the carriage where the first letter had been written. Space once. Hold the back spacer all the way down. Type the first letter. For each subsequent letter of the word, space twice, hold down the back spacer and type the letter.

To "spread" or balance a shorter word in the space used for a longer word, such as "had" for "have", position the carriage where the first letter had been written. Space *twice* and hold down the back spacer. Type the first letter. For each subsequent letter, space twice, hold down the back spacer and type the letter.





## 18 LAST LINE CORRECTIONS



Here's a precaution that will assure accurate corrections if you make a mistake when typing near the bottom of a page or a carbon pack. When the back of the paper or pack is about one inch above the rear feed rolls, insert a sheet of bond paper between the rear feed rolls and the last sheet of paper. Then, if a mistake is made, it will be easy to roll the pages back until the erasure can be made against the platen, thus avoiding the danger of moving the paper out of line or rolling it out of the feed rolls.

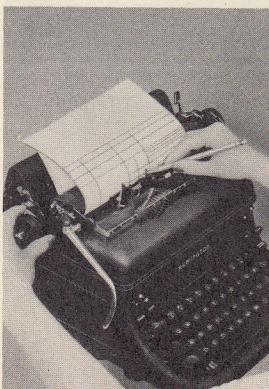
## 19 CENTERING HEADINGS



The center of any width sheet can be found by inserting the sheet and adding the scale readings of the right and left edges. Half of this number is the center of the paper.

Once the center has been found it's easy to balance headings by using the backspace-centering method. As an example take the word *California*. Center the carriage at the midpoint of the paper, then backspace once for each full pair of letters, saying the pairs to yourself: "Ca li fo rn ia". You are automatically at the starting point. When there is an odd letter left over, drop it. A Tab Key set at the paper center will enable you to tabulate to the center at any time for similar width sheets provided the paper guide is kept at the same point.

## 20 DRAWING LINES

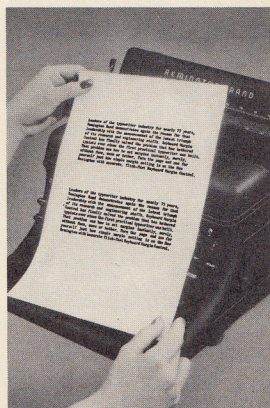


Ruled forms and stencils can be easily made on Remington KMC typewriters. A pencil, pen, or loop stylus may be inserted in the holes of the card holders or aligning scale, and the platen rotated for vertical lines and moved from right to left for horizontal lines.



## 21 HOW TO GET EVEN RIGHT MARGINS

Work requiring straight right-hand margins may be typed by the following method. Type up a copy of the text, using normal word breaks ("di-vision", "re-mind", etc.) to make all lines as closely uniform in length as possible. Draw vertical lines at the ends of the shortest and longest lines. Usually the variation will be four or five characters. Add half the variation (if the variation is an odd number, add the fraction, that is, if the variation is five, take three as half) to the innermost line. This line will be the right hand margin. Follow the instructions for contracting and spreading words (Short Cut No. 17) to make each line end on this margin. If a line needs two characters to fill it out to the margin, "spread" two words. If a character must be dropped for the line to fit, contract a word.

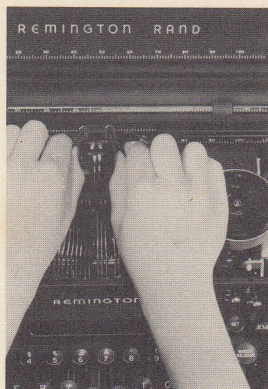


## 22 TYPING NARROW LABELS

Take a regular 8" x 5" card or larger. Cut a line approximately  $\frac{1}{4}$ " shorter than the width of the label you desire to write, preferably with a razor blade. At the end of the cut in the card make two little notches approximately  $\frac{1}{8}$ " wide or less. This will form a pocket in which the label can be inserted. At this point fit the card and label into the machine in the same way you would a regular sheet of paper. It is also possible to fit a number of these labels at one time by making several pockets on the cards.



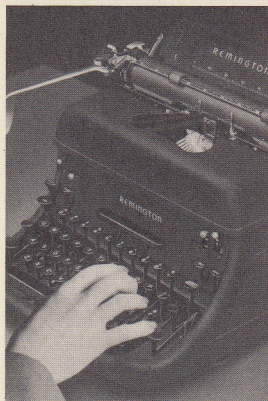




## 23 CHANGING RIBBONS

Here are four general rules for changing ribbons on any machine. The specific procedures will vary for different makes of machines, but these rules should be of help to you.

- a. Lift the top cover. Study the course of travel of the old ribbon and wind the remaining ribbon on the spool to be removed.
- b. Set new ribbon spool in place.
- c. Unreel 8 to 10 inches of the new ribbon and attach the end to the empty reel.
- d. Raise the ribbon guide (put ribbon indicator on red, lock carriage in upper case, and collide two keys) and insert ribbon in the guide.



## 24 MAKING SPECIAL CHARACTERS

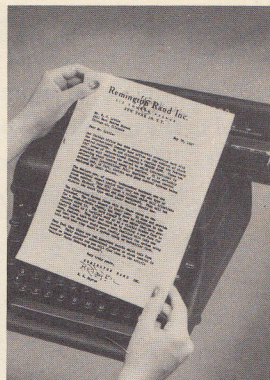
Characters possibly not found on the keyboard of your machine can be made by overprinting standard characters as follows:

Paragraph Mark . . . .	) (	.. Parentheses
Star . . . . .	★	.. A and v
Division sign . . . . .	÷	.. Colon and hyphen
Dollar sign . . . . .	\$	.. S and I
Pound Sterling sign . .	£	.. f and t
Cedilla . . . . .	ç	.. c and comma
Exclamation point . . .	!	.. Apostrophe and period
Equation sign . . . . .	=	.. Hyphen—turn ratchet detent lever slightly

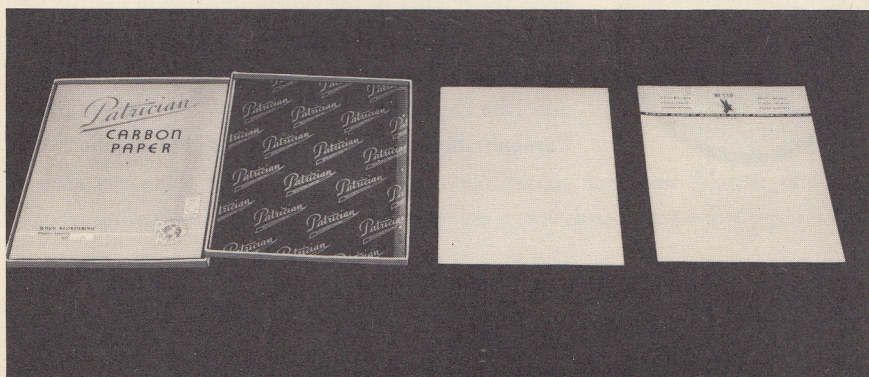


## 25 AVOID HYPHENIZATION

Many operators have found that their typing is made considerably easier if they establish a policy of never hyphenating a word at the end of a line. You will be agreeably surprised to find how quickly you can learn to get along without hyphenating words at the ends of lines. You will also be surprised to find how much time is saved when you no longer have to check syllabication in the dictionary each time you're not sure of the proper division of a word. Most operators find that after experimenting for a week or two they can write 98% of their letters without having to divide a single word at the end of a line.



## REMINGTON RAND TYPEWRITER SUPPLIES



### NEW MANIFOLDING EASE

### WITH THE REMTICO "SHEET SELECTOR" AND CONTAINERS

Remington Rand's "practical package" shown above means more short cuts for you! Note the arrangement of material. The patented "Magic Spot" placed on carbon



paper cover raises one carbon at a time. Second sheets are inserted beneath, and the two are placed in the box cover, where they are automatically aligned. When the pack is complete, pressure on the small flap in the box cover raises it for easy removal to the machine. When typing is completed, carbons and copies are separated as units. The edges of the carbons are uncoated, so fingers are never soiled. The fastest, cleanest, simplest method of preparing a pack for manifolding ever devised!

### **REMINGTON RAND RIBBONS— FOR BEST RESULTS**



The quality of your typing depends to a large degree upon the quality of the typewriter ribbon used as well as the condition of the machine and the grade of paper being used. Remington Rand's Patrician ribbon is inked for the finest typing results. The medium-priced Paragon ribbon is recommended for general office work.

### **FACTORY TRAINED SERVICE EXPERTS**

You can rely on factory-trained Remington Rand service experts to keep your Remington in good condition. Wherever there is a Remington Rand branch office, there is a fully-equipped typewriter service department. Consult your classified telephone directory for the Remington Rand service facility nearest you. Ask about our convenient money-saving Typewriter Service Agreement.



# REMINGTON RAND DUPLICATOR SUPPLIES

## PROCEL STENCIL PAPER

"The stencil with the Typist's viewpoint." It gives cleanly visible typing, takes corrections easily and never annoys because of looped letters (like "o") dropping out.

## REMINGTON RAND DUPLICATOR INK

Furnished in several types—one sharp for legibility—another blacker if you want greater contrast—a third for drying on hard finished paper.

## REMINGTON RAND PLASTIC PLATES

A new, quicker method that assures perfect corrections. Remington Rand's revolutionary "Plastiplate\*" for *direct image* offset duplication enables a typist to make corrections which cannot be detected on the duplicated copies. This plastic plate also offers other unrivalled advantages in duplicating superior copies.

\*Trade Mark

## REM-MASTER HECTOGRAPH UNITS

Typists preparing forms for hectograph duplication find Rem-Master one-piece foldover units give maximum cleanliness, brilliant reproductions, perfect registration.

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This booklet was prepared with the aid of one of the world's fastest typists, Miss Hortense Stollnitz, whose official record is 159.1 words per minute for one hour of continuous copying from unfamiliar material. Miss Stollnitz has typed as many as 314 words in one minute by writing a memorized sentence at the astonishing rate of 17 strokes per second. These international records were made on Remington Rand Typewriters which Miss Stollnitz, a renowned consultant and recognized authority, uses exclusively. She prefers Remingtons for their speed, ease of operation and beautiful printwork.



PUBLISHED BY

**Remington Rand**

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TYPEWRITER DIVISION



NEW YORK 10, N. Y.